



*Tanggapan ng Kalihim
Office of the Secretary*

June 5 2000

DECS MEMORANDUM
No 247, s 2000

SCHEDULE OF EVALUATION OF SUPPLEMENTARY MATERIALS

To Bureau Directors
Regional Directors
Regional Textbook Evaluation Coordinator
Schools Division/City Superintendents
All Others Concerned

1 This Memorandum pertains to the conduct of two evaluation activities an additional training workshop on evaluation of supplementary materials and a final review workshop for learning materials approved/awarded under the Social Expenditure Management Project (SEMP) The workshops shall be supervised by officials and staff of the DECS Instructional Materials Council Secretariat (IMCS) Bureau of Elementary Education (BEE) and Bureau of Secondary Education (BSE)

2 The training workshop on evaluation of supplementary materials shall be held at the Regional Educational Learning Center (RELC), Concepcion, Marikina City on June 16-17, 2000 This will involve pre-selected individuals from the DECS field offices/schools who may serve as evaluators

3 The final review workshop for learning materials approved/awarded under SEMP 1999 Textbook Component shall be held at Villa Virginia Resort and Conference Center Antipolo City on June 19-23, 2000 This evaluation activity will involve subject area specialists from the bureaus and editors from private institutions with no conflict of interest.

4 Participants shall be sent individual letters indicating the specific schedule and venue of the workshop he/she must attend the contacted directly by staff from the DECS IMCS and/or thru Regional Textbook Evaluation Coordinators (TECs) re final preparations and arrangements for the workshops

5 Regional directors, schools superintendents, and school heads are enjoined to facilitate the participation of pre-selected evaluators to the training workshop The DECS policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who may be tapped to serve as evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence

6 Expenses for the transportation of participants for the training workshop on evaluation of supplementary materials shall be charged against local funds All other expenses for the conduct of the two workshops such as communications, supplies, board and lodging of all participants, travel expenses and honoraria of resource persons and reviewers and other necessary expenses shall be chargeable against the DECS trust fund or evaluation

7 For any query or clarification on this matter, please contact the DECS IMCS Evaluation and Training Division (Attention Ms Lulu Pilor or Ms Daisy Santos) at tel no 634-1054 and telefax 634-1072

8 For the information and guidance of all concerned


ANDREW GONZALEZ, FSC
Secretary 

Reference None

Allotment: 1—(D O 50-97)

To be indicated in the Perpetual Index
under the following subjects

TEXTBOOKS
 WORKSHOPS